



# APPLICATION FOR SPECIAL FINAL EXAMINATION

*(For Courses with Conflict in Final Schedule Only)*

PLEASE PRINT

Term / AY \_\_\_\_\_

PERSONAL INFORMATION		ACADEMIC INFORMATION	
LAST NAME		ID NUMBER	
FIRST NAME		COLLEGE	
MIDDLE NAME		COURSE	
Email Address		<b>REASON FOR SPECIAL FINAL EXAM</b>	
<b>SPECIAL FINALS APPLIED FOR</b>			
COURSE/SECTION		<input type="checkbox"/> Conflicts with final exam of course below:	
FACULTY		COURSE/SECTION	
		FACULTY	
ORIGINAL DATE		FINAL EXAM DATE/TIME	
ORIGINAL TIME		<input type="checkbox"/> Other reason (please state)	
<b>APPROVAL</b>			
<i>(ACCOMPLISH IN SEQUENCE)</i>			
<b>1. FACULTY</b>		<b>2. DEPARTMENT CHAIR</b>	
<i>SIGNATURE OVER PRINTED NAME / DATE</i>		<i>SIGNATURE OVER PRINTED NAME / DATE</i>	
<b>SPECIAL FINAL EXAMINATION SCHEDULE</b>			
<i>(TO BE FILLED BY FACULTY)</i>			
COURSE/SECTION		DATE	
<b>TERMS AND CONDITIONS</b>			
<ol style="list-style-type: none"> <li>1. <b>NOTE TO FACULTY:</b> The result of this Special Final Examination (SFE) must be considered already in the computation of the final grade submitted to the Office of the University Registrar. Otherwise, any revision of the final grade resulting from this SFE should be done through the regular "Change of Grade" procedure.</li> <li>2. This form must be accomplished and submitted to the Office of the University Registrar through gform: <a href="https://docs.google.com/forms/d/e/1FAIpQLSeIEiu_1DPbKZbYp1oteBC8H_K8g3BYoYVoXYmCs5SmXTBZAQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSeIEiu_1DPbKZbYp1oteBC8H_K8g3BYoYVoXYmCs5SmXTBZAQ/viewform</a></li> <li>3. This request shall be deemed final and valid only once an email from OUR is received by the student.</li> <li>4. This form should be accomplished PER Special Final Examination.</li> </ol>			
<b>TO THE CASHIER</b>			
<b>(Finance and Accounting Office)</b>			
<b>For other reason such as Medical/Personal Reason Student must pay the amount</b>		<b>Special Finals Exam Fee:</b>	
		<b>Php 1,000.00</b>	
		<i>(to be paid at the DLSU cashier only)</i>	